

ALBERTA DEVELOPMENT OFFICERS ASSOCIATION
POLICIES AND PROCEDURES

POLICY TITLE: Annual Conference		
NEW POLICY NO. 20-ADOA-001		
ORIGIN/AUTHORITY: Board of Directors	ADOPTED BY: Board of Directors	EFFECTIVE DATE: February 7, 2024
	REPLACES POLICY NO. 16-ADOA-001	REVISION DATE:

Conference

The annual conference of the Alberta Development Officers Association shall be governed by the Bylaws of the Association. As per the Bylaws, the Annual General Meeting of the ADOA shall be held at the annual conference.

The intent of the conference is to provide our membership with professional development and networking opportunities.

The following policies and procedures are designed as an outline or model to assist in organizing ADOA conferences.

1. The Conference Committee will be made up of at least one ADOA Board of Director, representatives from the host municipality(s) and the ADOA Executive Assistant.
2. The ADOA will host a conference yearly at a different location in the Province of Alberta with an attempt to alternate between the North, South, East and West areas of the province. The conference shall be held in September or October and shall be not less than 2 (two) days and not more than 3 (three) days in length.
3. The Board of Directors will invite municipalities to volunteer to host the conference and will endeavor to get confirmation 2 (two) years in advance to assist those municipalities with their planning. Municipalities are encouraged to work together with other municipalities in their region to jointly host the conference. Should there be more than one municipality offering to host the conference, the location will be determined by resolution of the Board.
4. The Conference Committee will be comprised of at least a Chair and Treasurer who will report back to the ADOA Board from time-to-time. The Conference Committee may establish their sub-committees as they required.
5. The date of the conference will be determined in consultation with the ADOA Board. The Conference shall be advertised on the ADOA website and in the Communicator newsletter. The date and location of the conference will be announced no later than 45 days prior as per the ADOA General Bylaw.
6. The Board has, by resolution, committed to funding in the amount of \$35,000.00 to the conference yearly – the amount will be provided to the conference committee by the Treasurer at a time agreed to by both parties. The host municipality(s) is encouraged to obtain sponsorship raised from their

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municipalities and businesses in their area in order to assist in covering the anticipated expenses (see sample sponsorship letters in appendices to this policy). The Board of Director's Treasurer shall apply to Municipal Affairs on behalf of the ADOA to obtain grant funding towards the annual conference. This funding will not be given to the hosting municipality(s), but rather placed in the ADOA's conference account and put towards the committed annual funding.

7. The Board shall provide to the upcoming Conference Committee for expenses related to the purpose of meeting with the previous Conference Committee to accomplish the handover of material and information regarding the operation of the conference highlighting any issues, good points, questionable points, etc.
8. The Conference Committee, in consultation with the ADOA Board, will establish a final budget for their conference 2 (two) months prior to the event.
9. Speakers and special guests' expenses, such as gifts, honorariums, travel and accommodation will be paid from the established conference budget.
10. Conference attendees' gifts are not compulsory. That expense is part of the conference budget.
11. The Board of Directors' and Executive Assistant's expenses, such as travel and accommodation, will be paid from the general ADOA account.
12. The conference fee for non-members shall be the fee per person for members, plus the current fee for an ADOA membership. Student fees are the same as member fees. The host municipality members and guests who are attending the conference and sessions will also pay the conference registration fees.
13. Conference fees shall be paid in advance of attending the conference. Fees shall be paid by cheque or by other approved means. Purchase orders will be accepted as the Executive Assistant will issue an invoice. Unpaid fees will result in the Active Member, Associate Member or Associate Corporate Member becoming a "member not-in-good-standing" and, therefore, would lose membership privileges until all accounts owing are cleared. Confirmation of registration for the conference shall be provided at least 2 (two) weeks prior to the conference date or upon full payment of the conference fee.
14. Conference fees shall be submitted to the ADOA Executive Assistant who will maintain a record of payments and registrations. The Executive Assistant will report back to the Conference Committee Treasurer.
15. Cancellations of registrations will be accepted only to 1 (one) week prior to the start of the Conference. A written request with explanation of cancellation is required. Later cancellations requests for extenuating circumstances (such as illness) shall be reviewed by the ADOA Board of Directors. The Board may consider a request for a transfer of the registration should one member from the Municipality not be able to attend.
16. The Executive Assistant, in conjunction with the Conference Committee's Treasurer and the ADOA Treasurer, shall maintain accurate financial records. Payment of expenses for the Conference shall be issued by the ADOA Treasurer in consultation with the Conference Treasurer. A payment request form with the required information shall be submitted as required.

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17. The ADOA logo shall be used on all correspondence, receipts and other materials.
18. The conference registration form, including fees and deadlines for payments, will be designed by the Conference Committee and approved by the ADOA's Conference Liaison and Executive Assistant.
19. The theme of the conference will be determined in consultation with the ADOA Board.
20. The location of the Conference is determined by the Conference Committee. Our members prefer to all be located in the same hotel. However, it is understood that not all communities have hotels or conference facilities large enough to accommodate our numbers in one location. Should the conference location be separate from the accommodations, notice of this shall be made clear on the registration forms so members can determine their transportation needs accordingly. If transportation is provided by the conference committee (i.e. shuttle service), notice of this shall be provided before finalizing the registration form.
21. The MC (Master of Ceremonies) will be selected by the Conference Committee.
22. The agenda, program, speakers and Annual General Meeting agenda for the conference will be established in consultation with the ADOA Board. The conference program usually consists of:
 - (a) Speakers and Workshop Sessions – may include concurrent or break-out sessions and a legal bear pit session.
 - (b) Guest Speakers – MLAs, Mayors, Reeves, Municipal Affairs – greet guests at beginning of conference, after coffee breaks and lunch.
 - (c) Social – usually includes:
 - i. **welcome reception and registration**, golfing or other outdoor/sport activities, indoor activities (example, museum tour, bowling, casino, etc.)
 - ii. **banquet** is held with entertainment or a speaker.
 - iii. **free-time evening**
 - (d) Tours – optional, however, they are appreciated by our members.
 - (e) Tradeshow or Advertising – municipalities, potential sponsors, advertisers and exhibitors. Municipalities and sponsors do not pay for their booth. Exhibitors and advertisers would be charged a fee determined by the Committee. It is recommended that the fee be equal to the conference registration plus additional meal tickets as needed so that exhibitors may attend the conference activities.
 - (f) Recognition – the ADOA President or designate shall make the special recognition presentations.
 - (g) Grant/Bursary Recipients – the ADOA Education Committee shall present the Education Grants and Bursaries and announce the current year's Applied Land Use Planning Certificate graduates.
 - (h) Solicitations – No members, sponsors, advertisers or exhibitors shall do any solicitation to any member of the ADOA, unless the product directly relates to Municipal Planning work/items, upon penalty of removal from the conference
23. The location and menu for the reception, meals, breaks and banquet will be selected by the Conference Committee.
24. Audio visual and other equipment will be organized by the Conference Committee and will be paid for with the conference budget.

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25. The Annual General Meeting Agenda and Board Reports shall be prepared by the ADOA Board and submitted to the Conference Committee for inclusion in the conference package.

The ADOA Board Reports and Financial Audit and Statements shall be prepared no later than 2 (two) weeks prior to the conference and submitted to the President for review. These will include reports from: the President, Treasurer, and Chairperson(s) of the following committees: Membership, Education, Communications, Nominations, Bylaw/Policy and other sub-committees as they may be established.

26. Program, agenda, speakers biographies, list of registrants, sponsorship lists and other conference package materials will be prepared by the Conference Committee.
27. A name tag with the attendee's name, municipality or organization will be provided for all registrants, speakers and guests. The person's name will be displayed in a large enough font so it can easily be read. For identification purposes, it is recommended that the current Board members tags and Conference Committee members tags be distinguishable from the other registrants.
28. Door prizes may be solicited from members and their municipalities. The Conference Committee may request that the Executive Assistant send out an email to the ADOA membership soliciting door prizes. There is only 1 (one) opportunity to win a prize and the person must be in the room.
29. At 2 (two) months and 2 (two) weeks prior to the conference, the Conference Chair shall report their status/progress to the ADOA Board. At any time the Conference Chair feels it is necessary, the ADOA President or Conference Liaison can be approached for input and assistance.
30. Thank you letters formally acknowledging participation in the conference shall be sent to municipalities, speakers, sponsors, volunteers and other contributors to our conference by the Conference Committee on ADOA letterhead within 2 (two) weeks of the conference concluding.
31. The final conference budget, including revenues and expenses, shall be provided to the ADOA Treasurer within 1 (one) month after the conference ends.

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Appendix “A”

TERMS OF AGREEMENT

The Sponsor shall provide:

- 1) Sponsorship in the amount of \$ _____ (includes G.S.T.)
- 2) An electronic copy of the Sponsor's logo (large size and high resolution) and permission to use by the Alberta Development Officer's Association and hosting Municipality for recognition.
- 3) A brief description of the Sponsor organization to be included in the program

What your Sponsorship will give you during the Alberta Development Officer's Association Conference:

Titanium Sponsor: \$5,001 +	
<ul style="list-style-type: none"> ❖ Placement of business logo in the program, recognizing the level of sponsorship ❖ Availability to set up a booth to promote the company/organization during the conference 	<ul style="list-style-type: none"> ❖ Recognition on our website and during the Annual General Meeting ❖ Follow up thank you on our website ❖ 2 admissions to the conference event ❖ 4 complimentary banquet tickets
Platinum Sponsor: \$2,001-\$5,000	
<ul style="list-style-type: none"> ❖ Placement of business logo in the program, recognizing the level of sponsorship ❖ Availability to set up a booth to promote the company/organization during the conference 	<ul style="list-style-type: none"> ❖ Recognition on our website and during the Annual General Meeting ❖ Follow up thank you on our website ❖ 2 admissions to the conference event ❖ 2 complimentary banquet tickets
Gold Sponsor: \$1,001 - \$2,000	
<ul style="list-style-type: none"> ❖ Placement of business logo in the program, recognizing the level of sponsorship ❖ Availability to set up a booth to promote the company/organization during the conference 	<ul style="list-style-type: none"> ❖ Recognition on our website and during the Annual General Meeting ❖ Follow up thank you on our website ❖ 1 admission to the conference event ❖ 1 complimentary banquet tickets
Silver Sponsor: \$501 - \$1,000	
<ul style="list-style-type: none"> ❖ Placement of business logo in the program, recognizing the level of sponsorship ❖ Availability to set up a booth to promote the company/organization during the conference 	<ul style="list-style-type: none"> ❖ Recognition on our website and during the Annual General Meeting ❖ Follow up thank you on our website ❖ Recognition in the program ❖ 1 complimentary banquet ticket
Bronze Sponsor: Up to \$500	
<ul style="list-style-type: none"> ❖ Placement of business logo in the program, recognizing the level of sponsorship ❖ Availability to set up a booth to promote the company/organization during the conference 	<ul style="list-style-type: none"> ❖ Recognition on our website and during the Annual General Meeting ❖ Follow up thank you on our website

The terms and conditions of this agreement shall not be disclosed to any third parties without the prior written consent of both parties.

Appendix 'B'



{Date}

{Name
Address}

Request for sponsorship

This year, **{Host Municipality}** has been successfully chosen to host the conference, which will be held at the **{Location}** from **{Date}**.

The Alberta Development Officers Association's membership consists of municipal Development Officers as well as municipal planning support staff and associate members from government and the private sector. To date, we have [redacted] members! The Association recognizes the benefit of assisting its membership in pursuing professional development through education and networking. The intent of ADOA conferences is to provide our membership with those educational and networking opportunities.

The conference theme is **{Insert Theme, if required}** to which include quite a range of presentations. To this end we have a varied slate of presenters representing provincial, municipal and industry professionals updating the membership on recent trends from their respective fields.

Sponsorship grant funding for the event will assist us to cover costs for the event and keep the registration fees minimal for attendees. I have attached a summary of our sponsorship opportunities for your perusal that will also be forwarded to potential sponsors in the area.

If you are interested in being a part of this event, then you can contact us at **{phone number}** or email at **{email}**.

We look forward to hearing from you.

Kindest Regards,

{Name}
202 [redacted] Conference Committee

Attachments

#48, 134 Village Way Strathmore, AB T1P 1A2
Phone: (780) 913-4214 admin@adoa.net www.adoa.net

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20__ ADOA Sponsorship Commitment Form

Sponsoring Organization: _____

Contact Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____ Website: _____

Sponsorship contribution recognition is as follows:

Titanium Sponsor	\$5,001 +
Platinum Sponsor	\$2,001 to \$5,000
Gold Sponsor	\$1,001 to \$2,000
Silver Sponsor	\$501 to \$1,000
Bronze Sponsor	Up to \$500

*Thank you for supporting ADOA. By signing below, your organization agrees to be an ADOA sponsor during the **{Date}** conference.*

Signature of Authorized Representative

Date

Payment Information:

Check: Please make checks payable to _____ and mail along with a copy of this form to address below:

Return complete registration form and payment to:

{Name}
c/o ADOA 20__ Conference
{Mailing Address}